



SECTION: Financial Management		POLICY #: 405
TITLE: Signatures required on employee payroll certification		PROCEDURE #:
		ORDER #: 96-100
DEPT: Fiscal Services, Board of Commissioners		DIVISION:
ADOPTED: 6/96	REVIEWED:	REVISED:

**SUBJECT: SIGNATURES REQUIRED ON EMPLOYEE PAYROLL CERTIFICATIONS**

**1.0 Purpose**

This establishes the policy and procedure for the requirement of employee and supervisor signatures on payroll certifications. These documents are the official payroll records of Marion County. They are utilized for archiving, documentation and support in the event of a subpoena for records and/or reporting requirements to other government agencies as mandated by federal and state law.

**2.0 General Policy**

It shall be the policy of Marion County of all departments to obtain the required signatures on employee payroll certifications.

**3.0 Policy Guidelines and Procedures**

- a. The payroll certification form is the central document that reflects the time records maintained by each department.
- b. Required signatures include the employees' and a supervisor within the department where the employee works.
- c. The signature reflects the employee and supervisor has reviewed the information shown and acknowledges the correctness of the certification.
- d. Exceptions to the rule may be made upon the approval of the Chief Accountant and/or Payroll Supervisor. An example would be a supervisor or employee not available to sign due to vacation or sick leave. A similar document containing identical information as the time sheet with original signatures may be accepted with the approval of the above individuals.



- e. Completed/signed payroll certifications must be submitted for permanent record purposes to Marion County Fiscal Services within a timely manner.
- f. Failure to follow the above policies may be grounds for discipline as provided by collective bargaining agreements and/or Marion County Personnel Rules.

Adopted: 6/96